



AMERICAN
STRUCTUREPOINT
INC.

July 10, 2009

Mr. David M. Buck, PE
City Engineer
City of West Lafayette
609 West Navajo Street
West Lafayette, IN 47906

Re: Task Order No. 4 – Roundabout Public Education
Proposal No. IN20081401

Dear Mr. Buck:

American Structurepoint, Inc., is pleased to provide the following proposal for Task Order No. 4 – Roundabout Public Education. All terms of the Master Professional Services Agreement dated December 16, 2008, between American Structurepoint and the City of West Lafayette shall apply to this task order.

PROJECT SCOPE

- 1) Coordination with the West Lafayette Engineer's Office to determine and discuss residents' educational needs
- 2) Up to 15 hours of preparation time for media releases and/or public service announcements
- 3) Design up to two mass mailers to be used for educational purposes. Mailers can be general or project-specific in nature.
- 4) Design one tri-fold handout flyer. Flyer can be general or project-specific in nature.
- 5) Prepare for and present up to three presentations. Fee reflects one public presentation, one City Council presentation, and one Board of Public Works and Safety presentation.
- 6) Up to 24 hours of assisting the City Engineer's Office in website creation. Does not include hosting or designing a website from scratch.
- 7) Design of two Flash videos that show how to use a single-lane roundabout and a two-lane roundabout. Videos can be site-specific or general in nature.

We will perform these services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

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PROJECT DELIVERABLES

The project deliverables are defined in accordance with the above-defined project scope items.

- 1) No deliverable
- 2) Media releases and/or public service announcements, amount as directed by City Engineer
- 3) Two color, front and back, one-page mailers or handouts
- 4) One 8.5"x11", color, front and back, tri-fold flyer
- 5) Three PowerPoint presentations, with handouts provided as required
- 6) Deliverables as requested from City Engineer
- 7) One Flash video illustrating how to use a single-lane roundabout and one Flash video illustrating how to use a multi-lane roundabout. Videos can be made site-specific or general in nature.

COMPENSATION

Compensation for services rendered as a part of items 1 through 6 above will be invoiced on an hourly basis, not to exceed \$19,930.

Compensation for services rendered as a part of item 7 above will be a lump-sum fee of \$3,900.

A manhour justification is attached for your review.

Full payment of invoices is due within 30 days from invoice date. If payment is not made within thirty (30) days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at 1.0 times their direct cost on the monthly invoices.

- Expenses of mileage or travel associated with this project
- Printing and copies

The total estimated reimbursable expenses are not to exceed \$500.

The services listed above represent the total scope of work as we understand it at this time. Should the need for additional services arise, we are willing to provide them for a supplemental fee.

Dave, we thank you for this opportunity and look forward to working with you on this project. The fees for services contained in this proposal are valid for one year from the date of this letter. We are prepared to begin work on the project immediately upon written acceptance of this proposal. If the



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terms of this proposal are agreeable, please indicate your acceptance by returning a signed copy of this letter to our office. We will consider this our notice to proceed.

If you have any questions, please feel free to contact our office at (317) 547-5580.

Very truly yours,

American Structurepoint, Inc.

Jeromy L. Grenard, PE

Traffic Services Manager

JLG:mek

Enclosures

If the terms of this proposal are agreeable, indicate your acceptance by returning a signed copy of this letter. We will consider this our notice to proceed.

Accepted by: _____

Printed Name: _____

Date: _____



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American Structurepoint, Inc. for Task Order No. 4, Roundabout Public Education

APPROVED:

DATE: _____

CITY OF WEST LAFAYETTE
BOARD OF PUBLIC WORKS AND SAFETY

John R. Dennis, Mayor

Sana G. Booker, Member

Bradley W. Marley, Member

Attest:

Clerk-Treasurer Judith C. Rhodes